

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, January 10, 2017. The meeting was called to order at 4:04 p.m.

1. Roll Call

Ms. Linda Flynn, Presiding
Mr. Anthony Marseglia
Laura S. Kirsch, Esq.
Ms. Kristi Izzo
Ms. Sonia Recarte
Ms. Robin Coles
Ms. Cindi Ortiz

Ex-Officio

Mayor John P. Labrosse

Also Present

Ms. Sharon Castanteen, Director
Ms. Barbara Schuit, Assistant Director
Mrs. Ann Bowen, Principal Account Clerk

Not Present

Mr. Joseph Cicchelli, Acting Supt. of Schools

2. Meeting Notification Statement

1. One copy posted on the bulletin board of the Library
2. One copy filed with the City Clerk
3. One copy posted to the Library's Webpage
4. One copy sent to the Record

3. Approval of the Minutes of the December 13, 2016 Board Meeting

Ms. Izzo asked that the 2nd sentence in item #8 be corrected as follows: "Ms. Izzo notified the Ivy Group that the contract was awarded to another consultant."

On motion of Ms. Izzo, seconded by Ms. Kirsch the December 13, 2016 minutes were approved as corrected.

4. Public Comment

No report

5. 2017 Officers: Ms. Castanteen

On motion of Ms. Izzo, seconded by Ms. Kirsch, the 2016 slate of officers will remain for 2017.

6. 2017 Committees: Ms. Flynn

Discussion on committee assignments was tabled until the February 14, 2017 meeting.

7. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>December 2016</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$ 246,161.53	\$3,234,816.46
Disbursements:	752,500.56	3,062,448.15
Cash balance as of December 31, 2016		\$172,368.31

Ms. Kirsch said the City's insurance and health coverage bills for 2016, except the 4th quarter, are included in the 2016 expenditures.

Capital Account:

Income: \$ 4.89

Disbursements:	<u>0.00</u>
Cash balance as of December 31, 2016	\$29,820.95
Donation Account	
Income	\$ 3.87
Disbursements:	<u>0.00</u>
Cash balance: December 31, 2016	\$ 23,623.46
Librarian's Special Account	
Income:	\$ 63.20
Disbursements:	<u>30.00</u>
Cash balance: December 31, 2016	\$ 19,352.92
Paver Account:	
Income:	\$.84
Disbursements:	<u>0.00</u>
Cash balance as of December 31, 2016	\$ 5,295.57

On motion of Mr. Marseglia, seconded by Ms. Izzo, the reports were accepted.

b. Bills: Ms. Castanteen

January 2017 Budgetary Account Bills	\$164,162.59
January 2017 Librarian's Special Account Bills	110.00

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the bills were approved for payment.

8. Budget and Finance Committee: Ms. Kirsch

a. 2017 QPA Resolution

RESOLUTION FOR LIBRARY QPA

WHEREAS, an authorized agent, i.e., the qualified purchasing agent, is required to administer the competitive contracting process, and

WHEREAS, the purpose for defining the qualified purchasing agent is to clarify any misunderstanding a contracting unit has, as to who is responsible for administering competitive contracting, and

WHEREAS, James A. Mangin has satisfied all criteria for a qualified purchasing agent, according to Public Contract Law NJSA 40 A11-1,

Therefore, be it RESOLVED, that James A. Mangin, be designated as the qualified purchasing agent for 2017 for the Johnson Public Library.

Moved by: Laura Kirsch

Seconded by: Mr. Marseglia

Date: January 10, 2017 Roll Call Vote:	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	X	
Sonia Recarte	X	
Robin Coles	X	
Mayor John Labrosse	X	
Acting Superintendent Joseph Cicchelli	absent	

I hereby certify on this 10th day of January 2017 that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the **Johnson Public Library** at a meeting held on January 10, 2017.

Cynthia C. L. Ortiz,
Secretary

b. 2017 Auditor Resolution

A RESOLUTION AUTHORIZING USE OF FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.

WHEREAS the Johnson Public Library conducted a search for suitable municipal accountants,

WHEREAS, Ferraioli, Wielkocz, Cerullo & Cuva, P.A. were found to have high recommendations,

WHEREAS, the Johnson Public Library requires a yearly audit of financial accounts,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Johnson Public Library that Ferraioli, Wielkocz, Cerullo & Cuva, P.A be appointed as auditors for the Library for 2017.

Moved by: Ms. Kirsch

Seconded by: Ms. Izzo

Date: January 10, 2017 Roll Call Vote:

	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	X	
Sonia Recarte	X	
Robin Coles	X	
Mayor John Labrosse	Abstained	
Acting Superintendent Joseph Cicchelli	absent	

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9. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch reported the library is in the process of obtaining bid specifications for the fire suppression system in the basement.

Ms. Castanteen worked with the city to get quotes for repair of the freight elevator, some companies did not respond after inspecting the elevator because of its age. Thyssenkrupp did, with a quote of \$25,000 which was accepted. The elevator is needed because of the large amount of recycling the library does.

The passenger elevator got stuck last week, it was fixed and is now working, but at some point it will need to be replaced. It will be expensive - the unit is about \$250,000 to \$300,000 and construction work will need to be done to the shaft. A new unit will need to be ADA compliant.

Work on the sound system will begin in February.

10. Personnel Committee: Mr. Marseglia

Dana Dasch-Goldberg was hired January 5, 2017 for 10 hours per week at \$29 per hour. She will replace Michelle Ferreira at the evening Citizenship Classes.

11. Strategic Planning Committee: Ms. Izzo

Ms. Izzo said the committee's goal is to get the public pieces of the planning done by mid-May.

They will be using a variety of ways to get input from the community (focus groups, surveys, community conversation.)

Ms. Izzo requested Ms. Castanteen speak to the library staff for their help as to which patrons might be asked to be part of a focus group.

The Strategic Planning Subcommittee and Ms. Castanteen will reach out to local community leaders who may or may not be regular users of the library.

Any scheduling will be done while being mindful of the various religious holidays.

12. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the brochures and new Children's Department flyers to the Trustees.

The Display Cases have Michelle Rice's "Wonderful Collection of Black Dolls". The Gallery Wall a display entitled "Ray Turkin Explores Nature."

Adult programs for January include: Thursday January 5th the movie "Suicide Squad"; "Job Search" Thursday January 12th; "Adult Coloring Club" Tuesday January 17th; "Pub Trivia!" Tuesday January 17th; "Open Mic Night" Thursday January 19th; "Veterans' Benefits Information" Friday January 23rd; and "Food for Thought" Cookbook Club Monday January 23rd.

Teen Tuesdays are scheduled for January 3rd, 10th, 17th, 24th and 31st. The programs are free for students grades 7 through 12.

Book groups for January include "Young Adult Books for Adult Readers Book Club" Saturday January 7th; "The Greats" Book Club Saturday January 21st; and "Just the Facts: A Non-fiction-only Book Club" Saturday January 28th.

"Citizenship Classes"; "ESL Conversation Classes"; "Job Assistance"; "Computer Instruction & eBook Assistance" Movies, Music, TV Shows, e-Audiobooks, and ebooks are available for free with your library card; "Small Business Assistance" "Inspect Your Gadget" are programs available at the Library.

The Library Document Station on the lower level offers fax, email, USB and scanning. Faxes are .50 cents per page and copies .10 cents for B&W, 25 cents for color. Everything else is free.

Ms. Castanteen reported that the "Assistive Technology Center" is very busy.

Children's programs scheduled for January include: Mondays - "Crafternoon" Tuesdays - "Sensory Story Time": and "Bilingual Reading Helper": Wednesdays-"Tiny Tots Story Time"; "Rhythm & Rhyme" and "Video Game Club"; Thursdays; "The Young and the Restless for Preschoolers"; "Bilingual Story Time"; and "Lego League"; Fridays -"Tech Tie" and "Chess"; and on Friday January 20th "Reading With Rodney." Movies will be shown on Saturdays at 2:00 p.m.

13. Librarian's Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen had a request from the Children's Department to have a fine forgiveness program "Share the Love" in February.

Patrons who donate supplies(diapers, toilet paper, etc.) for the family shelter will be given a \$.25 fine forgiveness card. How this will be done will be up to the Children's Librarian, Ms. Zigas.

After a discussion the Board approved the request.

b. Children's Department Hours

Ms. Castanteen requested the Board approve opening the Children's Room on Wednesday and Thursdays nights until 8:30 p.m.

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the Board approved the request.

c. Security Guard

Chris Melber, Security, resigned as of January 7, 2017.

We will need to hire a new security person.

d. Trustee Education 2017

The seven hours of Trustee Education, required by the state library, are usually filled by Ms. Ortiz's attendance at the NJLA Conference. There are however eight short films available that could be viewed to fulfill the state requirements.

Ms. Castanteen will email the link and login for the films to the Trustees.

Gifts and Letters of Appreciation

A thank you was received from the Small Business Administration for allowing local Hackensack people to meet here twice a month with their accountants.

14. Old Business

No report

15. New Business

Mayor Labrosse said he can get a generator from the government surplus for the library. He will speak to the City Manager about sending Dave the city's licensed electrician to ascertain kilowatts necessary to power all the systems the library deems necessary to function in an emergency.

Mayor Labrosse said the generator is free, but it will cost the library to have the additional work necessary to place it at the library.

15. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Recarte, the meeting was adjourned at 5:05 p.m.

Respectfully submitted

Cynthia L. C. Ortiz
Secretary

